

Policies of the Albion Municipal Library and Heritage Center
Section 5 – Collection Development

Policy Section 5.2 – Collection Maintenance and Weeding

1. The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials
2. Items dealing with local history are an exception, as are certain classics and award-winning children's books.
3. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.
4. Final responsibility for weeding materials from the library's collection rests with the library director. Individuals who participate in weeding include the director, librarians, and other library personnel.
5. Withdrawn books are sold to the Friends of the Library or displayed in the library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library
6. Criteria for Weeding
 - a. The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.
 - b. Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation statistics or other reports to determine viable candidates for weeding.
 - c. Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Consideration for replacement will be made on a case-by-case basis.
 - d. Due to space limitations, the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand.
 - e. Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
 - f. The library will not weed materials that are considered unique.
 - g. Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.